

**Connecticut Technical High School System
Athletic Trainer Contract
RFP# 15SDE0002 – Questions
August 19, 2015**

The following questions were received with regards to the RFP stated above. Responses to the questions are in red below.

1. What is your procedure for hand delivering of proposals?

Answer: You may hand deliver to the address in the RFP package prior to the time and date identified.

2. Re: Fee Schedule. Is this RFP process going to include three 1-year renewals?

Answer: NO.

3. Will the RFP openings be open to the public?

Answer: NO.

4. Does the Organization with the highest point total from the RFP win the entire contract?

Answer: NO, Proposals will be scored according to the rubric. Any of the top three scoring proposals can be chosen for an award.

5. Or is the contract going to be split utilizing multiple organizations that submit RFPs?

Answer: The State reserves the right to award more than one contract from this RFP.

6. Can the SDE award a contract to an Organization that does not score the highest in the RFP process?

Answer: Yes, In the case of a single award, one of the top three scorers must be chosen.

7. Questions regarding what an acceptable submission must include. For each Technical HS the organization submits a RFP proposal for Category A and Category B. Does the organization need the following information in only ONE manila envelope for each high school they are submitting proposals for both A and B? So if we are submitting proposals 16 high schools, we would need only 16 envelopes with one flash drive per envelope with a PDF of both Proposal A and Proposal B for that CT Technical High School?

Answer: YES, One manila envelope for each school is required, it may have both proposals A and B inside of it as identified in A, B, and C below.

A. One (1) original unbound proposal (marked as original)

B. Five (5) conforming unbound copies (marked as copy) of the original proposal.

8. One (1) conforming electronic copy of the original proposal (PDF) saved to a flash drive Can the electronic copy of the original proposal be a PDF saved to a flash drive?

Answer: YES.

9. Acceptable packaging of the RFP Category A and Category B for each CT THS that proposer submits RFP for. Is there an exact location on the envelope where you want the proposer to label the manila

envelope with the RFP Name and Number must be clearly labeled on the envelope? Does the CT Technical HS Name and Category A or Category B also need to be on the envelope underneath the RFP Name and RFP Number?

Answer: The envelope should legibly identify the school and proposal submitted on the front of the envelope.

10. Is there a format needed for the table of contents that needs to be provided? There was none provided in the RFP packet.

Answer: NO.

11. Other related documents that RPP states we need to submit that were not provided in the RFP. The RFP states that each page of the RFP to be numbered and submitted with all appendices and other forms provided. How are we supposed to add the following to the RFP submission packet if these forms were not provided?

- A. Executive Summary – 2 page limit
- B. Disclosure Statement

Answer: The Executive Summary is something the proposer must create. The Disclosure Statement is part of the “Statement of Assurances” which was part of the package.

12. Statement of Assurances pages 23 – 25 of RFP. We were provided the wrong Statement of Assurances in this RFP since it states: Project CMT and CAPT Would you be able to email us all the correct Statement of Assurances forms so we can submit the correct forms with our RFP?

Answer: Please line through (cross out) the incorrect project title and replace with the corrected RFP title in this area of the Statement of Assurances.

13. In the Implementation of the plan that talks about Cultural Competencies. What are Cultural Competencies? How do they apply to Athletic Trainers?

Answer: Cultural competence comprises four components: (a) Awareness of one's own cultural worldview, (b) Attitude towards cultural differences, (c) Knowledge of different cultural practices and worldviews, and (d) Cross-cultural skills. Developing cultural competence results in an ability to understand, communicate with, and effectively interact with people across cultures.

14. The following link below is not a live link. Would you be able to email me the live link to this source that was cited in the RFP below? 7 National Athletic Trainers’ Association (2002) Position Proposal Guide for Certified Athletic Trainers in Secondary School Athletics Programs

<http://www.nata.org/sites/default/files/position-proposal-guide-for-certified-athletic-trainers-in-secondary-school-athleticsprograms.pdf>

Answer: [New link: http://www.nata.org/official-statements](http://www.nata.org/official-statements)

15. Is each organization required to submit their own Non-Discrimination policy as part of this RFP process? No appendix for a Non-Discrimination policy was provided? If yes, where part of the PDF does this go in?

Answer: This is included as part of the Statement of Assurances.

16. Page 10 – Attachments : States that attachments other than the required Appendices or required forms are not permitted and will not be evaluated. So how are we supposed to include the following that is required in the RFP but not provided to us in this RFP packet:

- A. Disclosure Statement – page 10. If proposer has No conflict of interest. Is it adequate to just use the bold and italicized Disclosure statement starting with: In the absence of conflict of interest on the top third of page 10? Where does this Disclosure statement fit in the RFP table of contents? Executive Summary?
- B. Executive Summary – Number 7 listed on Page 11. Proposals must include a high-level executive summary of the main proposal. Where do we put this Executive Summary in the RFP and table of contents? Is there a template of this Executive Summary that must be followed in this RFP? The Executive Summary is NOT part of the assessment RUBRIC provided by the CSDE used to assess all submitted proposals for both A and B.
- C. Page 14 of the RFP – Note: as part of the evaluation of the Staffing Plan, the Screening Committee will consider the proposer’s demonstrated commitment to affirmative action, as required by Regulations of Connecticut State Agencies 46A-68j-30 (10). The RFP states you can’t include any other appendices or forms. How are we supposed to document this in this RFP under Staffing Plan as indicated on page 14 of the RFP if none were provided? Where is the Affirmative Action statement, etc. to be included in the RFP? We were never provided an affirmative action template to use in this RFP? What part of the RFP Rubric do we put the Affirmative Action plan in? Or do we just make a statement in the Executive Summary that we have a dedicated commitment to affirmative action?

Answer: The Executive Summary is something the proposer must create. The Disclosure Statement and Affirmative action are covered within the “Statement of Assurances” which was part of the package.

17. Page – 7 – Provide consulting services to coaches and student athletes participating in the following sports at all levels (girls’ and boys’ freshman, junior varsity, and varsity teams): Cross Country; Golf, SB; VB; Cheerleading; Dance Team; and Rifle? What do you mean by provide consulting services? When is the expected to take place?

Answer: Consultative services are required which would include meeting with student athletes to discuss any concerns the students have regarding prevention, recognition, rehabilitation, treatment and management of injuries. This would take place at the schools.

18. Under part 9 – Service Requirements – Describe how services to be provided align with National Athletic Trainers’ Association recommendations , <http://www.nata.org/official-statements> CIAC recommendations, and best practices. What are the exact National Athletic Trainers’ Association and CIAC recommendations and best practices you are citing in this RFP? Problem we are having is we can’t answer this question adequately until we know exactly what you are looking for.

Answer: Proposers should identify how their services would align with national standards.

19. Under Fee Schedule. Other related services. Can you list all the other related services of the Proposer what wins the contract for Both A. Athletic Trainer services and B. Neurocognitive Testing would be responsible for providing to each of the CT Technical High Schools that Athletic Trainer Solutions, LLC was awarded the contract for?

Answer: Refer to page 6 of RFP

20. On page 6 – Services Part A: Duties of Athletic Trainers. Is the proposer that wins the contract for Athletic Trainer services also required to provide Athletic Trainer Coverage for Volleyball (Girls’ and Boys’ freshman, Junior Varsity, and Varsity teams) as well as Softball?

Answer: Yes

This past 2014-2015 CTHSS Athletic Trainer contract they provided Athletic Trainer coverage for Softball, but omitted Volleyball to be covered. Just wanted to make sure the following sports for both Girls’ and Boys’ for all levels freshman, Junior Varsity and Varsity teams) are all the correct sports and levels to be covered by the winning proposer listed below?

- Football
- Soccer
- Basketball
- Baseball
- Wrestling
- Soccer
- Track and Field

- Lacrosse

Answer: Page 7 of the RFP includes sports that will require consultative services.